

March 3, 2011

FEDERAL TRAVEL REGULATION  
Amendment 2010-6

TO: Heads of Federal agencies

Subject: Amendment 2010-06, Federal Travel Regulation (FTR)  
Case 2010-303, Terms and Definitions for "Dependent", "Domestic  
Partner", "Domestic Partnership" and "Immediate Family"

1. Purpose. This interim rule amends the FTR by adding terms and definitions for "Dependent", "Domestic partner" and "Domestic partnership", and by revising the definition of "Immediate family" to include "Domestic partner" and children, dependent parents, and dependent brothers and sisters of the Domestic partner as named members of the employee's household. This interim rule also adds references to domestic partners and committed relationships, where applicable, in the FTR.

2. Effective date: March 3, 2011.

3. Background. The General Services Administration is amending FTR, based on a June 2, 2010, Presidential Memorandum, and Executive Orders 13087 and 11478, pertaining to Equal Employment Opportunity in the Federal Government, to extend certain travel and relocation benefits to same-sex domestic partners of Federal employees.

This FTR rule was published in the *Federal Register* at 75 FR 67629, November 3, 2010.

4. Explanation of changes. This interim rule is amending the FTR by adding terms and definitions for "Dependent", "Domestic partner" and "Domestic partnership", and by revising the definition of "Immediate family" to include "Domestic partner" and children, dependent parents, and dependent brothers and sisters of the Domestic partner as named members of the employee's household. This interim rule also adds references to domestic partners and committed relationships, where applicable, in the FTR.

5. Filing instructions. Remove and insert the following pages to the FTR:

<u>Remove pages</u>	<u>Insert pages</u>
300-3-1 thru 301-3-6	300-3-1 thru 301-3-6
301-30-1 and 301-30-2 301-31-1 and 301-31-2	301-30-1 and 301-30-2 301-31-1 and 301-31-2
Chapter 301 Appendix, 301-E-3 and 301-E-4	Chapter 301 Appendix, 301-E-3 and 301-E-4

Chapter 302 TOC,  
302-iii thru 302-vi

302-3-7 thru 302-3-10

302-4-1 thru 302-4-4

302-6-1 and 302-6-2

303-70-1 and 303-70-2

Chapter 302 TOC,  
302-iii thru 302-vi

302-3-7 thru 302-3-10

302-4-1 thru 302-4-4

302-6-1 and 302-6-2

303-70-1 and 303-70-2

Pamela Silvis-Zelasko,  
Acting Director, Travel Policy.

*S. Edward Davis II (for)*

PART 300-3—GLOSSARY OF TERMS

**Authority:** 5 U.S.C. 5707; 40 U.S.C. 121(c); 49 U.S.C. 40118; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; E.O. 11609, as amended; 3 CFR, 1971-1975 Comp., p. 586, OMB Circular No. A-126, revised May 22, 1992.

**§300-3.1 What do the following terms mean?**

*Actual expense*—Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.

*Agency*—For purposes of [Chapter 302](#) agency means:

(1) An executive agency as defined in Title 5 U.S.C. 105 (an executive department an independent establishment, the Government Accountability Office, or a wholly owned Government corporation as defined in section 101 of the Government Corporation Control Act, as amended (31 U.S.C. 9101), but excluding a Government controlled corporation);

- (2) A military department;
- (3) A court of the United States;
- (4) The Administrative Office of the United States Courts;
- (5) The Federal Judicial Center;
- (6) The Library of Congress;
- (7) The United States Botanic Garden;
- (8) The Government Printing Office; and
- (9) The District of Columbia.

*Aircraft management office*—An agency component that has management control of Federal aircraft used by the agency or of aircraft hired as commercial aviation services (CAS).

*Approved accommodation*—Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration’s Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

*Automated-Teller-Machine (ATM) services*—Government contractor-provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor-issued charge card.

*Commercial Aviation Services (CAS)*—Commercial aviation services (CAS) include, for the exclusive use of an executive agency—

- (1) Leased aircraft;
- (2) Chartered or rented aircraft;
- (3) Commercial contracts for full aviation services (*i.e.*, aircraft plus related aviation services) or acquisition of full

services through inter-service support agreements (ISSA) with other agencies; or

(4) Related services (*i.e.*, services but not aircraft) obtained by commercial contract or ISSA, except those services acquired to support Federal aircraft.

*Common carrier*—Private-sector supplier of air, rail or bus transportation.

*Commuted Rate*—A price rate used to calculate a set amount to be paid to an employee for the transportation and temporary storage of his/her household goods. It includes cost of line-haul transportation, packing/unpacking, crating/uncrating, drayage incident to transportation and other accessorial charges and costs of temporary storage within applicable weight limit for storage including handling in/out charges and necessary drayage.

*Conference*—A meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.

*Continental United States (CONUS)*—The 48 contiguous States and the District of Columbia.

*Contract carriers*—U.S. certificated air carriers which are under contract with the government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA’s scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

*Crewmember*—A person assigned to operate or assist in operating an aircraft. Performs duties directly related to the operation of the aircraft (e.g., as pilots, co-pilots, flight engineers, navigators) or duties assisting in operation of the aircraft (e.g., as flight directors, crew chiefs, electronics technicians, mechanics). If a crewmember is onboard for the purpose of travel, (*i.e.*, being transported from point to point) he/she must be authorized to travel in accordance with rules in 41 CFR [301-10.260](#) through [301-10.266](#) and 41 CFR [301-70.800](#) through [301-70.903](#).

*Dependent*—An immediate family member of the employee.

*Domestic partner*—An adult in a domestic partnership with an employee of the same-sex.

*Domestic partnership*—A committed relationship between two adults of the same sex, in which they—

- (1) Are each other’s sole domestic partner and intend to remain so indefinitely;
- (2) Maintain a common residence, and intend to continue to do so (or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle);

(3) Are at least 18 years of age and mentally competent to consent to contract;

(4) Share responsibility for a significant measure of each other's financial obligations;

(5) Are not married or joined in a civil union to anyone else;

(6) Are not a domestic partner of anyone else;

(7) Are not related in a way that, if they were of opposite sex, would prohibit legal marriage in the U.S. jurisdiction in which they reside;

(8) Are willing to certify, if required by the agency, that they understand that willful falsification of any documentation required to establish that an individual is in a domestic partnership may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under 18 U.S.C. 1001, and that the method for securing such certification, if required, shall be determined by the agency; and

(9) Are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the domestic partnership.

*Employee with a disability (also see Special Needs)*—

(a) An employee who has a disability as defined in [paragraph \(b\)](#) of this definition and is otherwise generally covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. 701-797b).

(b) "Disability," with respect to an employee, means:

(1) Having a physical or mental impairment that substantially limits one or more major life activities;

(2) Having a record of such an impairment;

(3) Being regarded as having such an impairment; but

(4) Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

(c) "Physical or mental impairment" means:

(1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organ, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or

(2) Any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).

(3) The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech and hearing impairments.

(d) "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

(e) "Has a record of such an impairment" means the employee has a history of, or has been classified as having, a

mental or physical impairment that substantially limits one or more major life activities.

(f) "Is regarded as having such an impairment" means the employee has:

(1) A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;

(2) A physical or mental impairment that substantially limits major life activities as a result of the attitudes of others toward such an impairment; or

(3) None of the impairments defined under "physical or mental impairment", but is treated by the employing agency as having a substantially limiting impairment.

*E-Gov Travel Service (ETS)*—The Government-contracted, end-to-end travel management service that automates and consolidates the Federal travel process in a self-service Web-centric environment, covering all aspects of official travel, including travel planning, authorization, reservations, ticketing, expense reimbursement, and travel management reporting. The eTS provides the services of a Federal travel management program as specified in [§301-73.1\(a\), \(b\), and \(e\)](#) of this title.

*Executive agency*—An entity of the executive branch that is an "executive agency" as defined in section 105 of title 5 U.S.C.

*Extended Storage*—Storage of household goods while an employee is assigned to an official station or post of duty to which he/she is not authorized to take or unable to use the household goods or is authorized in the public interest. Also referred to as nontemporary storage.

*Family (see Immediate family)*

*Federal traveler*—For the purposes of 41 CFR [301-10.260-301-10.266](#) and [301-70.800-301-70.910](#), a person who travels on a Government aircraft and who is either—

(1) A civilian employee in the Government service;

(2) A member of the uniformed or foreign services of the United States Government; or

(3) A contractor working under a contract with an executive agency.

*Foreign air carrier*—An air carrier who is not holding a certificate issued by the United States under 49 U.S.C. 41102.

*Foreign area (see also non-foreign area)*—Any area, including the Trust Territories of the Pacific Islands, situated both outside CONUS and the non-foreign areas.

*Full coach fare*—The price of a coach fare available to the general public on a scheduled air carrier between the day that the travel was planned and the day the travel occurred.

*Furnished meal*—A meal provided to an employee, either directly from the Government or as a result of the Government paying a registration fee or other cost which allows the employee to attend a conference or other event. If the Government has already paid for a meal, the employee must deduct the allocated amount when filing their travel voucher.

*Government aircraft*—An aircraft that is operated for the exclusive use of an executive agency and is a—

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(a) Federal aircraft, which an executive agency owns (*i.e.*, holds title to) or borrows for any length of time under a bailment or equivalent loan agreement. See 41 CFR 102-33.20 for definition of all terms related to Federal aircraft, or

(b) Commercial aircraft hired as commercial aviation services (CAS), which an executive agency—

- (1) Leases or lease-purchases with the intent to take title,
- (2) Charters or rents, or
- (3) Hires as part of a full-service contract or inter-service support agreement (ISSA).

*Government contractor-issued individually billed charge card*—A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

*Government-furnished automobile*—An automobile (or “light truck,” as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

- (a) Owned by an agency,
- (b) Assigned or dispatched to an agency from the GSA Interagency Fleet Management System, or
- (c) Leased by the Government for a period of 60 days or longer from a commercial source.

*Government-furnished vehicle*—A Government-furnished automobile or a Government aircraft.

*Government Transportation Request (GTR) (Standard Form 1169)*—A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

*Household Goods (HHG)*—Property, unless specifically excluded, associated with the home and all personal effects belonging to an employee and immediate family members on the effective date of the employee’s change of official station orders (the day the employee reports for duty at the new official station) that legally may be accepted and transported by a commercial HHG carrier.

- (1) HHG also includes:
  - (i) Professional Books, papers and equipment (PBP&E);
  - (ii) Spare parts of a POV (see definition of POV) and a pickup truck tailgate when removed);
  - (iii) Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage, (e.g., seats, tops, wench, spare tire, portable auxiliary gasoline can(s) and miscellaneous associated hardware);
  - (iv) Consumable goods for employees assigned to locations where the Department of State has determined that such goods are necessary;
  - (v) Vehicles other than POVs (such as motorcycles, mopeds, jet skies, snowmobiles, golf carts, boats (e.g., boat, sailboat, canoe, skiff, rowboat, dinghies, sculls and kayak, mounted or unmounted on trailers)) of reasonable size.

(vi) Ultralight Vehicles (defined in 14 CFR part 103 as being single occupant, for recreation or sport purposes, weighing less than 155 pounds if unpowered or less than 254 pounds if powered, having a fuel capacity NTE 5 gallons, air-speed NTE 55 knots, and power-off stall speed NTE 24 knots.

(2) HHG does not include:

- (i) Personal baggage when carried free on tickets;
- (ii) Automobiles, trucks, vans and similar motor vehicles, mobile homes, camper trailers, and farming vehicles;
- (iii) Live animals including birds, fish, reptiles;
- (iv) Cordwood and building materials;
- (v) HHG for resale, disposal or commercial use rather than for use by employee and immediate family members;
- (vi) Privately owned live ammunition; and
- (vii) Propane gas tanks.

(3) Federal, State and local laws or carrier regulations may prohibit commercial shipment of certain articles not included in [paragraph \(2\)](#) of this definition. These articles frequently include:

- (i) Property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive material, poisons);
- (ii) Articles that cannot be taken from the premises without damage to the article or premises;
- (iii) Perishable articles (including frozen foods) articles requiring refrigeration, or perishable plants unless;

(a) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,

(b) No storage is required, and

(c) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

*Household Goods-Weight Additive*—A weight, per linear foot of a specific item, added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. The item must be stated in the Household Goods tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

*Immediate family*—Any of the following named members of the employee’s household at the time he/she reports for duty at the new permanent duty station or performs other authorized travel involving family members:

- (1) Spouse;
- (2) Domestic partner;
- (3) Children of the employee, of the employee’s spouse, or of the employee’s domestic partner, who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term “children” shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent

children who are under legal guardianship of the employee, of the employee's spouse, or of the domestic partner; and an unborn child(ren) born and moved after the employee's effective date of transfer.);

(4) Dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and

(5) Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner, who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

*Interviewee*—An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

*Invitational travel*—Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.

*Lodgings-plus per diem system*—The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

*Mandatory mobility agreement*—Agreement requiring employee relocation to enhance career development and progression and/or achieve mission effectiveness.

*Mobile Home*—Any type of house trailer or mobile dwelling constructed for use as a residence and designed to be moved overland, either by self-propulsion or towing. Also, a boat (houseboat, yacht, sailboat, etc.) when used as the employee's primary residence.

*Non-Federal traveler*—For the purposes of 41 CFR [301-10.260](#) through [301-10.266](#) and 41 CFR [301-70.800](#) through [301-70.910](#), an individual who travels on a Government aircraft, but is not a Federal traveler. Dependents and other family members of Federal travelers who travel on Government aircraft are considered to be non-Federal travelers within this regulation.

*Non-foreign area*—The States of Alaska and Hawaii, the Commonwealths of Puerto Rico, Guam and the Northern Mariana Islands and the territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands).

*Official station*—An area defined by the agency that includes the location where the employee regularly performs his or her duties or an invitational traveler's home or regular place of business (see [§301-1.2](#)). The area may be a mileage radius around a particular point, a geographic boundary, or any other definite domain, provided no part of the area is more than 50 miles from where the employee regularly performs his or her duties or from an invitational traveler's home or regular place of business. If the employee's work involves recurring travel or varies on a recurring basis, the location where the work activities of the employee's position of record are based is considered the regular place of work.

*Official travel*—Travel under an official travel authorization from an employee's official station or other authorized point of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of a Federal agency.

*Passenger*—In relation to use of Government aircraft, a passenger is any person who flies onboard a Government aircraft, but who is not a crewmember or qualified non-crewmember.

*Per diem allowance*—The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. The per diem allowance covers the following:

(a) *Lodging*. Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate.

(b) *Meals*. Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(c) *Incidental expenses*. (1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;

(2) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the TDY site; and

(3) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.

*Place of public accommodation*—Any inn, hotel, or other establishment within a State that provides lodging for transient guests, excluding:

- (a) An establishment owned by the Federal Government;
- (b) An establishment treated as an apartment building by State or local law or regulation; or
- (c) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.

*Post of duty*—An official station outside CONUS.

*Privately owned aircraft*—An aircraft that is owned or leased by an employee for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased by an employee for use in carrying out official Government business.

*Privately owned automobile*—A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

*Privately Owned Vehicle (POV)*—Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.

*Professional Books, Papers and Equipment (PBP&E)*—Includes, but is not limited to, the following items in the employee's possession when needed by the employee in the performance of his/her official duties:

- (1) Reference material;
- (2) Instruments, tools, and equipment peculiar to technicians, mechanics and members of the professions;
- (3) Specialized clothing (e.g., diving suits, flying suits, helmets, band uniforms, religious vestments and other special apparel); and
- (4) Communications equipment used by the employee in association with the MARS (see DoD 4650.2, Military Affiliate Radio System (MARS) which is available electronically from the world wide web at <http://web7.whs.osd.mil>).

*Qualified non-crewmember*—A person flying onboard a Government aircraft whose skills or expertise are required to perform or are associated with performing the non-travel related Governmental function for which the aircraft is being operated (qualified non-crewmembers may be researchers, law enforcement agents, firefighters, agricultural engineers, biologists, etc.). If a qualified non-crewmember is onboard for the purpose of travel (*i.e.*, being transported from point to point) in addition to performing his/her duties related to the non-travel related Governmental function for which the aircraft is being operated (e.g., when a scientist conducts an experiment at the same time he/she is also on the aircraft for the purpose of traveling from point to point), he/she must be authorized to travel in accordance with rules in 41 CFR parts [301-10](#) and [301-70](#).

*Reduced per diem*—Your agency may authorize a reduced per diem rate when there are known reductions in lodging and meal costs or when your subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

*Required use travel*—Travel by Federal travelers that requires use of a Government aircraft to meet bona fide communications needs (e.g., 24-hour secure communications), security requirements (e.g., highly unusual circumstances that present a clear and present danger), or exceptional scheduling requirements (e.g., a national emergency or other compelling operational considerations) of an executive agency. Required use travel must be approved according to [§301-10.262\(a\)](#) and [§301-70.803\(a\)](#) of this title.

*Senior Federal official*—An individual who is paid according to the Executive Schedule established by 5 U.S.C. 53, Subchapter II, including Presidential appointees who are confirmed by the Senate; employed in the U.S. Government's Senior Executive Service or an equivalent "senior" service; who is a civilian employee of the Executive Office of the President; who is appointed by the President to a position under section 105(a)(2)(A), (B), or (C) of title 3 U.S.C. or by the Vice President to a position under section 106(a)(1)(A), (B), or (C) of title 3 U.S.C; or who is a contractor working under a contract with an executive agency, is paid at a rate equal to or more than the minimum rate for the Senior Executive Service, and has senior executive responsibilities. The term senior Federal official, as used in the Federal Travel Regulation does not mean an active duty military officer.

*Space available travel*—Travel in space available on a Government aircraft that is already scheduled for an official purpose.

*Special conveyance*—Commercially rented or hired vehicles other than a privately owned vehicle and other than those owned or under contract to an agency.

*Special needs (also see Employee with a disability)*—Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the weight or height of the traveler.

*Subsistence expenses*—Expenses such as:

- (a) Lodging and service charges;
- (b) Meals, including taxes and tips; and
- (c) Incidental expenses (see incidental expenses under the definition of per diem allowance).

*Temporary duty (TDY) location*—A place, away from an employee's official station, where the employee is authorized to travel.

*Temporary Storage*—Storage of HHG for a limited period of time at origin, destination or en route in connection with transportation to, from, or between official station or post of duty or authorized alternate points. Also referred to as storage in transit (SIT).

*Transit system*—A form of transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

*Travel advance*—Prepayment of estimated travel expenses paid to an employee.

*Travel authorization (Orders)*—Written permission to travel on official business. There are three basic types of travel authorizations (orders):

(a) *Unlimited open*. An authorization allowing an employee to travel for any official purpose without further authorization.

(b) *Limited open*. An authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time.

(c) *Trip-by-trip*. An authorization allowing an individual or group of individuals to take one or more specific official

business trips, which must include specific purpose, itinerary, and estimated costs.

*Travel claim (Voucher)*—A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel.

*Travel Management Service (TMS)*—A service for booking common carrier (e.g., air, rail, and bus confirmations and seat assignments), lodging accommodations, and car rental services; fulfilling (i.e. ticketing) reservations; providing basic management information on those activities; and meeting other requirements as specified in [§301-73.106](#) of this title. A TMS may include a travel management center (TMC), Commercial Ticket Office (CTO), an electronically available system, other commercial methods of arranging travel, or an in-house system.

*United States*—The 48 contiguous States, the District of Columbia and the States and areas defined under the term “Non-Foreign Area.”

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## PART 301-30—EMERGENCY TRAVEL

**Authority:** 5 U.S.C. 5707.

### §301-30.1 What is emergency travel?

Travel which results from:

- (a) Your becoming incapacitated by illness or injury not due to your own misconduct; or
- (b) The death or serious illness of a member of your family; or
- (c) A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, which directly affects your home.

### §301-30.2 What is considered to be “family” with respect to emergency travel?

“Family” includes any member of your immediate family, as defined in [§300-3.1](#). However, your agency may, on a case-by-case basis, expand this definition to include other members of your and/or your spouse’s or domestic partner’s extended family.

### §301-30.3 What should I do if I have to interrupt or discontinue my TDY travel?

Contact your travel authorizing/approving official for instructions as soon as possible.

### §301-30.4 When an illness or injury occurs on TDY, what expenses may be allowed?

Your agency may pay:

(a) Per diem at the location where you incurred or were treated for incapacitating illness or injury for a reasonable period of time (generally 14 calendar days). However, your agency may pay for a longer period.

(b) Transportation and per diem expense for travel to an alternate location to receive medical treatment.

(c) Transportation and per diem expense to return to your official station.

(d) Transportation costs of a medically necessary attendant.

### §301-30.5 Are there any limitations to the payment of these expenses?

Expenses are not payable when:

(a) Confined to:

(1) A medical facility within the proximity of your official station.

(2) The same medical facility you would have been admitted to if your incapacitating illness or injury occurred at your official station.

(b) The Government provides or reimburses you for hospitalization under any Federal statute (including hospitalization in a Department of Veterans Affairs (VA) Medical center or military hospital). However, per diem expenses are payable if your hospitalization is paid under the Federal Employees Health Benefits Program (5 U.S.C. 8901-8913).

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## PART 301-31—THREATENED LAW ENFORCEMENT/INVESTIGATIVE EMPLOYEES

**Authority:** 5 U.S.C. 5707.

### §301-31.1 Why pay subsistence and transportation expenses for threatened law enforcement/investigative employees?

To protect a law enforcement/investigative employee and his/her immediate family when their lives are placed in jeopardy as a result of the employee's assigned duties.

### §301-31.2 What is "family" with respect to threatened law enforcement/investigative employees?

Generally, "family" includes any member of your immediate family, as defined in [§300-3.1](#) of this title. However, your agency may, on a case-by-case basis, expand this definition to include other members of you and/or your spouse's or domestic partner's extended family.

### §301-31.3 Are members of my family and I eligible for payment of subsistence and transportation expense?

Yes, if you serve in a law enforcement, investigative, or similar capacity for special law enforcement/investigative purposes and your agency authorizes such expenses.

### §301-31.4 Must my agency pay transportation and subsistence expenses?

No. Your agency decides when it is appropriate to pay these expenses based on the nature of the threat against your life and/or the life of a member(s) of your immediate family.

### §301-31.5 Under what conditions may my agency pay for transportation and subsistence expenses?

When your agency determines that a threat against you or a member(s) of your immediate family justifies moving you and/or your family to temporary living accommodations at or away from your official station.

### §301-31.6 Where must I and/or my family obtain lodging?

Your agency designates the area where you and/or your family should obtain lodging. It may be within your official station or at an alternate location.

### §301-31.7 May my family and I occupy lodging at different locations?

Yes, if authorized by your agency.

### §301-31.8 What transportation expenses may my agency pay?

Your agency may pay transportation expenses authorized by [Part 301-10](#) of this chapter to transport you and/or your family to/from a temporary location.

### §301-31.9 What subsistence expense may my agency pay?

Only your lodging cost may be paid. However, your agency may pay for meals and laundry/cleaning expenses if:

- (a) Your temporary living accommodations do not have kitchen or laundry facilities; or
- (b) Your agency determines that other extenuating circumstances exist which necessitate payment of these expenses.

### §301-31.10 How will my agency pay my subsistence expenses?

Your agency will pay your actual subsistence expenses not to exceed the "maximum allowable amount" for the period you or your family occupy temporary living accommodations. The "maximum allowable amount" is the "maximum daily amount" multiplied by the number of days you or your family occupy temporary living accommodations not to exceed the number of days authorized. The "maximum daily amount" is determined by adding the rates in the following table for you and each member of your family authorized to occupy temporary living accommodations:

	The "maximum daily amount" of per diem expenses that		
	You or your unaccompanied spouse, domestic partner or other unaccompanied family member may receive is	Your accompanied spouse, domestic partner or a member of your family who is age 12 or older may receive is	A member of your family who is under age 12 may receive is
<b>If your agency authorizes</b>			
Payment of only lodging expenses.	The maximum lodging amount applicable to the locality.	.75 times the maximum lodging amount applicable to the locality.	.5 times the maximum lodging amount applicable to the locality.
Payment for lodging, meals, and other per diem expenses.	The maximum per diem rate applicable to the locality.	.75 times the maximum per diem rate applicable to the locality.	.5 times the maximum per diem rate applicable to the locality.

### §301-31.11 May my agency pay me a per diem allowance instead of actual expenses?

No.

### §301-31.12 Must I keep track of my expenses?

Yes. You must keep track of your actual expenses as described in [Part 301-11](#) of this chapter.

**§301-31.13 How long may my agency pay for subsistence expenses under this part?**

Your agency may pay for subsistence expenses up to 60 days. However, your agency may pay for additional periods if it determines that an extension is justified.

**§301-31.14 May I receive a travel advance for transportation and/or subsistence expenses?**

Yes, you may receive a travel advance under [§301-51.200](#) of this chapter for up to a 30-day period at a time to cover expenses allowable. Your travel advance may not exceed the

maximum allowable amount authorized under [§301-31.10](#), and you will be required to reimburse your agency for any portion of the advance disallowed or not spent.

**§301-31.15 What documentation must I provide for reimbursement?**

You must provide receipts or any other documentation required by your agency. However, in instances when documentation might compromise the security of the individuals involved, the head of the agency may waive these requirements.

- Check hotel policy on posting, size and appearance of signs.

### Food and Drink

#### Meals

- You can not generally use appropriated funds to pay for meals for employees at their official stations.
- Employees on TDY travel may be served meals but cannot be reimbursed for those provided at government expense.
- You should clarify in advance the appropriate per diem reduction(s) of meal(s) allowance(s) for TDY travel.
- You may pay, or reimburse an employee for meals as necessary expenses incident to an authorized training program (under the Government Employees Training Act (GETA) at 5 U.S.C. 4104(4)), if a determination has been made that essential training will be conducted during the meal.
- Work closely with the hotel to plan quality menus that fit within authorized per diem rates.
- Clarify and agree in advance to the number of meal guarantees.
- Ensure that gratuities and service charges are added to the cost of each meal, and determine the method of billing to be used (e.g., signed guarantee, collected meal tickets, or actual quantities consumed).
- Confirm menus.

#### Breaks and Refreshments

Breaks should last no longer than 30 minutes and take place between meeting sessions. The following should also be considered when planning for refreshments:

- Keep in mind that everyone does not drink coffee or tea.
- You should clarify and agree in advance that coffee and pastries, if appropriate, are purchased by the gallon and dozen.
- Try to avoid a per person charge.
- Negotiate the cost into the contract.
- Be conservative in your estimates. There are seldom 100 percent of the conference participants attending any one function.
- If coffee, soft drinks, and water are not included in the fee, are they available “at cost” to the attendee?

### Account Reconciliation

It is important to request that the hotel bill be prepared in a logical and chronological sequence, and that backup data accompany the bill. Generally, the hotel will complete its accounting of the conference within two weeks of the conclusion.

### Notification

#### Announcement and/or Invitations

Announcement of the planned conference should be made as early as possible, even one year in advance; invitation letters, 8 weeks in advance. They should include, but are not limited to:

- Point of contact name and telephone number.
- Registration form, card, or Internet address (include space for identifying handicapped requirements).
- Registration instructions.
- Registration deadline date.
- Detailed area map and driving instructions.
- Information on traffic patterns to avoid rush hour delays.
- Promotional brochures from the facility.
- Layout of facility including telephone numbers.
- Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.
- Agenda with a list of speakers and topics.
- Activity schedule for spouses, domestic partners, and guests (all charges or costs attributed to spouses, domestic partners or guests must be borne by the individual attendee (not reimbursable by the Government)).
- Provide a sample travel voucher.
- Notice that conference lodging allowance applies if applicable.

#### Confirmations

You should:

- Decide on the speaker(s) and the message you wish to be conveyed and obtain early commitment(s) in writing.
- Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.
- Conduct a final planning committee meeting to confirm all plans.
- Confirm photographer’s schedule.
- Confirm hotel plans at least one day in advance.

### Facility Process

#### Check-In and -Out

Streamline the process:

- Will the facility need additional personnel?
- Is electronic one-stop processing available?
- Is luggage storage and shuttle service available?
- Arrange parking for any special guests.
- Provide signage.

### Registration Process

Registration is generally the attendees' introduction to the conference. Give it special attention by:

- Using directional signs.
- Placing especially attractive or important exhibits nearby.
- Planning for late arrivals.
- Using state-of-the-art processing.
- Checking out the registration capabilities of using GSA's electronic SmartPay System.
- Providing for handicapped attendees.

### Conference Information Package

Each registrant should be given a conference information package. Used regularly during the conference, the conference information package should be accurate, beneficial, and reflect detailed information on a daily/hourly basis. If time allows, you may want to finalize the package and send it to the printer at least 4 weeks in advance of the starting date. The program will be widely used, so you may want to print twice as many copies of the program as you have expected attendees. The information package, for example, may contain:

- A list of everything in the package.
- A "welcome" letter.
- A schedule.
- Workshop agendas.
- Discussion of exhibits.
- Panelists' information.
- Photos and biographies of speakers/special guests.
- Facility layout and list of services available.
- Identify designated smoking areas.
- Special events.
- Message center information.
- Area map.
- Other pertinent material.

**Note:** Use of agency seal and conference logo may be considered for the conference package. However, the decision to use such items is strictly the judgment of agency officials.

### Miscellaneous

#### Suggested Room Coordination

Plan ahead to setup:

- Staff room to handle core of activities;
- Meal functions;
- Exhibit rooms, and
- Meeting rooms—
  - Theatre or auditorium for lectures;
  - Facing speaker when note taking is important;
  - Square or U-shaped style for discussion/interaction;
 and

- Banquet or roundtable for discussion.

### Keeping in Touch

Plan for:

- A message center to be set up in a central location for special announcements and telephone messages.
- How to reach whomever at all times—use beepers and walkie-talkies.
- Clear identification of conference staff.
- Accommodation of physically impaired attendees with sign language or other special needs.

### Mementos

Appropriations are not available to purchase memento items for distribution to conference attendees as a remembrance of an event. Two notable exceptions to the memento or gift prohibition are under training and awards. Work closely with appropriate agency officials to make final determinations.

### Resources

The following resources may be of assistance in planning a conference:

- An agency contracting officer;
- Travel Management Centers;
- Interagency Travel Management Committee members (a forum of agency travel policy managers—for member identification, contact your agency's administrative or financial office);
- State chambers of Commerce or Visitors Bureaus;
- Local chapters of the Society of Government Meeting Professionals; and
- Private industry conference planners.

### Conclusion

#### Process:

- Questionnaires, which may provide invaluable feedback about the success of your conference.
- Training certificates.
- Thank you notes to participants, facility personnel, speakers, printers, photographers, and other special contributors.
- Summary to acknowledge the accomplishments, and to convey the information discussed to a wider audience, may be an excellent promotional tool.

**Note to [Appendix E](#):** Use of pronouns "we", "you", and their variants throughout this appendix refers to the agency.

**—Overseas Assignment and Return**

- §302-3.207—Am I eligible to receive relocation allowances for overseas assignment and return travel?
- §302-3.208—What relocation expenses will my agency pay for my overseas assignment and return?

**—Overseas Tour Renewal Agreement**

- §302-3.209—What is overseas tour renewal travel?
- §302-3.210—What is an overseas tour of duty?
- §302-3.211—What is an allowance for overseas tour renewal travel?
- §302-3.212—How do I know if I am eligible to receive an allowance for overseas tour renewal travel?
- §302-3.213—What allowances will I receive for tour renewal travel?
- §302-3.214—May I receive reimbursement for tour renewal travel when my travel is between two places within the United States?
- §302-3.215—Will I be reimbursed for tour renewal travel from a post of duty in Hawaii and return to a post of duty in Alaska or for such travel from a post of duty in Alaska and return to a post of duty in Hawaii?
- §302-3.216—When must I begin my first tour renewal travel from Alaska or Hawaii?
- §302-3.217—Will my family or I receive per diem for en route travel from my post of duty to my actual place of residence in the U.S.?
- §302-3.218—Are there any special circumstances when my agency may authorize me travel and transportation expenses for my tour renewal travel in Alaska or Hawaii?
- §302-3.219—Is there a limit on how many times I may receive reimbursement for tour renewal travel?
- §302-3.220—May my family and I travel to another U.S. location (other than from my actual place of residence) under my tour renewal agreement?
- §302-3.221—If I travel to another place in the U.S. (other than my actual place of residence) am I required to spend time at my actual place of residence to receive reimbursement?
- §302-3.222—Will I be reimbursed if I travel to another overseas location (instead of the U.S.)?
- §302-3.223—What happens if I violate my new service agreement under a tour renewal assignment?
- §302-3.224—If I violate my new service agreement, will the Government reimburse me for return travel and transportation to my actual place of residence?

**—Prior Return of Immediate Family Members**

- §302-3.225—If my immediate family member(s) return to the U.S. before me, will I be reimbursed for transporting part of my household goods with my family and the rest of my household goods when I return?
- §302-3.226—Will the Government reimburse me if I am not eligible to return with my immediate family member(s) to the U.S. and choose to send them at my own expense?
- §302-3.227—If I become divorced from my spouse or terminate my committed relationship with my domestic partner while OCONUS will I receive reimbursement to return my former spouse or domestic partner and dependents to the U.S.?
- §302-3.228—Is my dependent who turned 21 while overseas entitled to return travel to my place of actual residence at the expense of the Government?

**Subpart D—Relocation Separation**

**—Overseas to U.S. Return for Separation**

- §302-3.300—Must my agency pay for return relocation expenses for my immediate family and me once I have completed my duty OCONUS?
- §302-3.301—May I transport my household goods to a location other than my actual place of residence when I separate from the Government?
- §302-3.302—May my agency pay for my immediate family member(s) and my household goods to be returned to the U.S. before I complete my service agreement?
- §302-3.303—May I claim reimbursement for the return of my immediate family member(s) or household goods more than once under one service agreement?

**—SES Separation for Retirement**

- §302-3.304—Who is entitled to SES separation relocation allowances?
- §302-3.305—Who is not eligible for SES separation relocation expense allowances?
- §302-3.306—If I meet the conditions in §302-3.307, what expenses am I allowed under separation for retirement travel?
- §302-3.307—Under what conditions may I receive separation relocation travel for my family and me?
- §302-3.308—Do I have to provide my agency with any special documents before receiving reimbursement for moving expenses?
- §302-3.309—Where should my travel and transportation begin?
- §302-3.310—Where will I be authorized to separate?
- §302-3.311—May I receive reimbursement for travel and transportation from an alternate location other than the duty station?
- §302-3.312—Upon separation, if I elect to reside in a different geographical area which is less than 50 miles from my official station, will I receive reimbursement?
- §302-3.313—May I have my household goods transported from more than one location?
- §302-3.314—Is there a time limit when I must begin my travel and transportation upon separation?
- §302-3.315—May I be granted an extension on beginning my separation travel?

**Subpart E—Employee’s Temporary Change of Station**

- §302-3.400—What is a “temporary change of station (TCS)”?
- §302-3.401—What is the purpose of a TCS?
- §302-3.402—When am I eligible for a TCS?
- §302-3.403—Who is not eligible for a TCS?
- §302-3.404—Under what circumstances will my agency authorize a TCS?
- §302-3.405—If my agency authorizes a TCS, do I have the option of electing payment of per diem expenses under Part 301-11 of this title?
- §302-3.406—How long must my assignment be for me to qualify for a TCS?
- §302-3.407—What is the effect on my TCS reimbursement if my assignment lasts less than 6 months?
- §302-3.408—What is the effect on my TCS reimbursement if my assignment lasts more than 30 months?
- §302-3.409—Is there any required minimum distance between an official station and a TCS location that must be met for me to qualify for a TCS?
- §302-3.410—Must I sign a service agreement to qualify for a TCS?
- §302-3.411—What is my official station during my TCS?

**—Expenses Paid Upon Assignment**

- §302-3.412—What expenses must my agency pay?
- §302-3.413—Are there other expenses that my agency may pay?

**—Expenses Paid During Assignment**

- §302-3.414—If my agency authorizes a TCS, will it pay for extended storage of my household goods?
- §302-3.415—How long may my agency pay for extended storage of household goods?
- §302-3.416—Is there any limitation on the combined weight of household goods I may transport and store at Government expense?
- §302-3.417—Will I have to pay any income tax if my agency pays for extended storage of my household goods?
- §302-3.418—Will my agency pay for property management services when I am authorized a TCS?
- §302-3.419—For what property will my agency pay property management services?
- §302-3.420—How long will my agency pay for property management services?
- §302-3.421—What are the income tax consequences when my agency pays for property management services?

**—Expenses Paid Upon Completion of Assignment or Upon Separation From Government Service**

- §302-3.422—What expenses will my agency pay when I complete my TCS?

§302-3.423—If I separate from Government service upon completion of my TCS, what relocation expenses will my agency pay upon my separation?

§302-3.424—If I separate from Government service prior to completion of my TCS, what relocation expenses will my agency pay upon my separation?

§302-3.425—If I have been authorized successive temporary changes of station and reassigned from one temporary official station to another, what expenses will my agency pay upon completion of my last assignment or my separation from Government service?

**—Permanent Assignment to Temporary Official Station**

§302-3.426—How is payment of my TCS expenses affected if I am permanently assigned to my temporary official station?

§302-3.427—What relocation allowances may my agency pay when I am permanently assigned to my temporary official station?

§302-3.428—If I am permanently assigned to my temporary official station, is there any limitation on the weight of household goods I may transport at Government expense to my official station?

§302-3.429—Are there any relocation allowances my agency may not pay if I am permanently assigned to my temporary official station?

**Subpart F—Agency Responsibilities**

§302-3.500—What governing policies and procedures must we establish for paying a relocation allowance under this Part 302-3?

§302-3.501—Must we establish any specific procedures for paying a relocation allowance to new appointees?

§302-3.502—What factors should we consider in determining whether to authorize a TCS for a long-term assignment?

**—Service Agreements**

§302-3.503—Must we require employees to sign a service agreement?

§302-3.504—What information should we include in a service agreement?

§302-3.505—How long must we require an employee to agree to the terms of a service agreement?

§302-3.506—May we pay relocation expenses if the employee violates his/her service agreement?

**—New Appointees**

§302-3.507—Once we authorize relocation expenses for new appointees or student trainees what expenses must we pay?

§302-3.508—What relocation expenses are not authorized for new appointees or student trainees?

**—Overseas Assignment and Return**

§302-3.509—What policies must we follow when appointing an employee to an overseas assignment?

§302-3.510—When must we pay return travel for immediate family members?

§302-3.511—What must we consider when determining return travel for immediate family member(s) for compassionate reasons prior to completion of the service agreement?

§302-3.512—How many times are we required to pay for an employee's return travel?

**—Overseas Tour Renewal Travel**

§302-3.513—May we allow a travel advance for tour renewal agreement travel?

§302-3.514—Under what conditions must we pay for tour renewal agreement travel?

§302-3.515—What special rules must we apply for reimbursement of tour renewal travel for employees stationed, assigned, appointed or transferred to/from Alaska or Hawaii?

**—SES Separation for Retirement**

§302-3.516—What must we do before issuing payment for SES separation-relocation travel?

§302-3.517—May we issue travel advances for separation relocation?

## Subchapter C—Permanent Change of Station (PCS) Allowances for Subsistence and Transportation Expenses

### Part 302-4—Allowances for Subsistence and Transportation

#### Subpart A—Eligibility

§302-4.1—What is a permanent change of station (PCS)?

§302-4.2—Am I eligible for subsistence and transportation allowances for PCS travel under this part?

#### Subpart B—Travel Expenses

§302-4.100—What PCS travel expenses will my immediate family members receive?

§302-4.101—Must my immediate family member(s) and I begin PCS travel at the old official station and end at the new official station?

#### Subpart C—Per Diem

§302-4.200—What per diem rate will I receive for en route relocation travel within CONUS?

§302-4.201—How are my authorized en route travel days and per diem determined for relocation travel?

§302-4.202—Are there any circumstances in which a per diem allowance for my immediate family members is not allowed?

#### —Transferred Employees Only

§302-4.203—How much per diem will my spouse or domestic partner receive if he/she accompanies me while I am performing PCS travel?

§302-4.204—If my spouse or domestic partner does not accompany me but travels unaccompanied at a different time, what per diem rate will he/she receive?

§302-4.205—If my spouse or domestic partner and I travel on the same days along the same general route by using more than one POV, is my spouse or domestic partner considered unaccompanied?

§302-4.206—How much per diem will my immediate family receive?

#### Subpart D—Mileage Rates for Use of POV

§302-4.300—What is the POV mileage rate for PCS travel?

§302-4.301—Do the rates in §302-4.300 apply if I am performing overseas tour renewal agreement travel?

§302-4.302—Are there circumstances that would allow me to receive a higher mileage rate OCONUS?

§302-4.303—For relocation within the continental United States (CONUS), may I use the actual expense method of reimbursement instead of the POV mileage rate specified in §302-4.300?

§302-4.304—For relocation outside the continental United States (OCONUS), may my agency allow actual expense reimbursement instead of the POV mileage rate for PCS travel?

#### Subpart E—Daily Driving Distance Requirements

§302-4.400—Will I be required to drive a minimum distance per day?

§302-4.401—Are there exceptions to this daily minimum?

§302-4.402—Will I be required to document the circumstances causing the delay?

§302-4.403—Does this exception require authorization by my approving official?

#### Subpart F—Use of More Than One POV

§302-4.500—If I am authorized to use more than one POV, what are the allowances?

§302-4.501—If I use an additional POV that was not authorized for PCS travel, will I be reimbursed for the additional POV?

#### Subpart G—Advance of Funds

§302-4.600—May I request an advance of funds for per diem and mileage allowances for PCS travel?

#### Subpart H—Agency Responsibilities

§302-4.700—What governing policies must we establish for payment of allowances for subsistence and transportation expenses?

§302-4.701—What PCS travel expenses must we pay?

§302-4.702—What PCS travel expenses must we pay for the employee's immediate family members?

### Overseas Tour Renewal Agreement

#### §302-3.209 What is overseas tour renewal travel?

Overseas tour renewal travel refers to travel of you and your immediate family returning to your home in the continental U. S., Alaska, or Hawaii between overseas tours of duty. See [§302-3.222](#) for travel to an actual place of residence in other than the United States.

#### §302-3.210 What is an overseas tour of duty?

An overseas tour of duty is an assignment to a post of duty outside the continental United States, Alaska or Hawaii.

#### §302-3.211 What is an allowance for overseas tour renewal travel?

An allowance for overseas tour renewal travel is a reimbursement for you and your immediate family of roundtrip travel and transportation expenses between your overseas post of duty and your actual place of residence in the U.S.

#### §302-3.212 How do I know if I am eligible to receive an allowance for overseas tour renewal travel?

You are eligible to receive an allowance for overseas tour renewal travel if:

- (a) You are on an overseas assignment, and you have completed your tour of duty and satisfactorily completed your service agreement time period; and
- (b) You are on an overseas assignment and you have signed a new service agreement to remain at your overseas post or to transfer to another overseas post of duty; or
- (c) You meet the requirements and are eligible for tour renewal travel from Alaska or Hawaii under [§302-3.214](#).

#### §302-3.213 What allowances will I receive for tour renewal travel?

For tour renewal travel, you will receive payment for those authorized expenses as stated in item 5 of Table A and item 4 of Table B of [§302-3.101](#).

#### §302-3.214 May I receive reimbursement for tour renewal travel when my travel is between two places within the United States?

You may only receive reimbursement for tour renewal travel when your tours are between two places within the U.S. if you are an employee who is traveling from Alaska or Hawaii, and:

- (a) You will continue to serve consecutive tours of duty within the same state from which you're traveling, and on September 8, 1982 you were:
  - (1) Serving your tour in one of these areas and have continued to do so; or
  - (2) En route to a post of duty in Alaska or Hawaii under a written service agreement to serve a tour of duty; or

(3) In the process of performing a tour renewal travel and has since then entered into another tour of duty in Alaska or Hawaii;

(b) Tour renewal agreement travel for recruiting or retention purposes is limited to two round trips beginning within 5 years after the date the employee first begins any period of consecutive tours of duty in Alaska or Hawaii. Employees shall be advised in writing of this limitation; or

(c) You are traveling due to your agency's mission to recruit or retain you as an employee to fulfill a position that requires a special skilled employee or to fill a position in a remote area.

#### §302-3.215 Will I be reimbursed for tour renewal travel from a post of duty in Hawaii and return to a post of duty in Alaska or for such travel from a post of duty in Alaska and return to a post of duty in Hawaii?

No, you will not be reimbursed for tour renewal travel unless your return travel is to a post of duty in the same State that you traveled from.

#### §302-3.216 When must I begin my first tour renewal travel from Alaska or Hawaii?

You must begin your first tour renewal travel within 5 years of your first consecutive tours in either Alaska or Hawaii.

#### §302-3.217 Will my family or I receive per diem for en route travel from my post of duty to my actual place of residence in the U.S.?

No, your family will not receive per diem for en route travel from your post of duty to your actual place of residence in the U.S. and return to the same or a different post of duty.

#### §302-3.218 Are there any special circumstances when my agency may authorize me travel and transportation expenses for my tour renewal travel in Alaska or Hawaii?

Other than as specified in [§302-3.209](#) through [302-3.226](#), your agency head will only authorize travel and transportation expenses for your tour renewal travel in Alaska or Hawaii if it determines that:

- (a) Agency staffing needs are required to recruit or retain employees at a post of duty in Alaska or Hawaii; or
- (b) Your agency is in need to recruit employees with special skills and knowledge and/or to fill positions in remote areas.

#### §302-3.219 Is there a limit on how many times I may receive reimbursement for tour renewal travel?

(a) If you are stationed in a foreign area or in an area other than Alaska or Hawaii, your agency may reimburse you for

one overseas tour renewal trip for each time you complete your service agreement, which is related to your post of duty.

(b) For recruiting and retention purposes of consecutive tours served within Alaska and Hawaii, your agency may reimburse you a maximum of two round trips which must begin within 5 years after the date of your first tour.

**§302-3.220 May my family and I travel to another U.S. location (other than from my actual place of residence) under my tour renewal agreement?**

Yes, you and your family may travel to another U.S. location (other than from your actual place of residence) under your tour renewal agreement. However, your agency will only reimburse you for the amount of authorized expenses from your post of duty to your actual place of residence and return (as appropriate) on a usually traveled route.

**Note to §302-3.220:** If your actual place of residence is located in the U.S., you and your family must spend a substantial amount of time in the U.S. in order to receive reimbursement.

**§302-3.221 If I travel to another place in the U.S. (other than my actual place of residence) am I required to spend time at my actual place of residence to receive reimbursement?**

No, you are not required to spend time at your actual place of residence to receive reimbursement if you travel to another place in the U.S. (other than your actual place of residence).

**§302-3.222 Will I be reimbursed if I travel to another overseas location (instead of the U.S.)?**

If you travel to another overseas location (instead of the U.S.), you will be reimbursed only if your actual residence is within that country in which you are taking your leave, and then you will only be reimbursed your authorized travel and transportation expenses. You will have to pay any expense(s) above your authorized amount.

**§302-3.223 What happens if I violate my new service agreement under a tour renewal assignment?**

If you fail to complete your period of service under your new service agreement for reasons that are not acceptable to your agency, you must pay the Government:

(a) All transportation and per diem expenses that you received during your service agreement period for tour renewal travel of you and your immediate family;

(b) Transportation expenses for family members who traveled directly from your former post of duty to your current post of duty; and

(c) All transportation expenses for shipment of household goods from your former post to your current post of duty.

**§302-3.224 If I violate my new service agreement, will the Government reimburse me for return travel and transportation to my actual place of residence?**

If you violate your new service agreement, the Government will reimburse you for return travel and transportation to your actual place of residence only if you did not receive all of your allowances under a previous service agreement in which you successfully completed your required period of service. The Government will then authorize you reimbursement cost for return travel and transportation expenses from your former post of duty to your actual place of residence. If there is any additional cost you must pay the difference.

**Prior Return of Immediate Family Members**

**§302-3.225 If my immediate family member(s) return to the U.S. before me, will I be reimbursed for transporting part of my household goods with my family and the rest of my household goods when I return?**

Yes, if your family member(s) return to the U.S. before you, you will be reimbursed for transporting part of your household goods with your family and the rest of the household goods when you return as long as the combined weight of the two shipments does not exceed your total authorized weight limit.

**§302-3.226 Will the Government reimburse me if I am not eligible to return with my immediate family member(s) to the U.S. and choose to send them at my own expense?**

Yes, if you pay for the prior return of your eligible immediate family member(s), you will be reimbursed when you become eligible for return travel and transportation, you must provide your agency with all receipts and documentation to support your cost. Your agency will then reimburse your expenses, not to exceed your authorized allowance.

**§302-3.227 If I become divorced from my spouse or terminate my committed relationship with my domestic partner while OCONUS will I receive reimbursement to return my former spouse or domestic partner and dependents to the U.S.?**

Yes, if you become divorced from your spouse or terminate your committed relationship with your domestic partner while OCONUS, you will receive reimbursement to return your former spouse or domestic partner and dependents to their place of actual residence within or outside CONUS.

**§302-3.228 Is my dependent who turned 21 while overseas entitled to return travel to my place of actual residence at the expense of the Government?**

Your dependent who turned 21 while overseas is entitled to return travel to your place of actual residence at the expense of the Government only if your dependent traveled overseas as your dependent under your TA, but not beyond the end of your current agreed tour of duty.

**Subpart D—Relocation Separation**

**Overseas to U.S. Return for Separation**

**§302-3.300 Must my agency pay for return relocation expenses for my immediate family and me once I have completed my duty OCONUS?**

Yes, once you have completed your duty OCONUS as specified in your service agreement, your agency must pay one-way transportation expenses for you, for your family member(s), and for your household goods.

**§302-3.301 May I transport my household goods to a location other than my actual place of residence when I separate from the Government?**

Yes, if you have successfully completed your service agreement, you may transport your household goods to a location other than your actual place of residence when you separate from the Government. However, the cost cannot exceed what it would cost to your actual place of residence. Any additional cost will be borne by you.

**§302-3.302 May my agency pay for my immediate family member(s) and my household goods to be returned to the U.S. before I complete my service agreement?**

Yes, your agency may pay for your immediate family member(s) and your household goods to be returned to the U.S. before you complete your service agreement. However, your reason for not completing your service agreement must be determined by your agency as compassionate in nature or for circumstances beyond your control.

**§302-3.303 May I claim reimbursement for the return of my immediate family member(s) or household goods more than once under one service agreement?**

No, you cannot claim reimbursement for the return of your immediate family member(s) or household goods more than once under one service agreement.

**SES Separation for Retirement**

**§302-3.304 Who is entitled to SES separation relocation allowances?**

You are entitled to SES separation relocation allowances if you meet the conditions in [§302-3.307](#) and you are:

(a) A career appointee to the SES as defined in 5 U.S.C. 3132(a)(4); or

(b) A non-SES appointee who elects to retain SES retirement benefits and:

(1) Has a basic rate of pay at Level V of the Executive Schedule or higher; or

(2) Was previously a career appointee in the SES; or

(3) Elected under 5 U.S.C. 3392(c) to retain SES retirement benefits; or

(c) A Medical Center Director who:

(1) Served as a director of a Department of Veterans Affairs medical center under 38 U.S.C. 4103(a)(8) as in effect on November 17, 1988; or

(2) Separated from Government service on or after October 2, 1992; or

Is not covered in [paragraph \(a\)](#) or [\(b\)](#) of this section; or

(d) An immediate family member of an SES employee who died:

(1) In Government service on or after January 1, 1994; or

(2) After separating from Government service but before travel and/or transportation authorized under this subpart were completed.

**§302-3.305 Who is not eligible for SES separation relocation expense allowances?**

You are not eligible for SES separation relocation expense allowances if:

(a) You are a career appointee to an SES position, and your appointment is a limited term, limited emergency, or a non-career appointment. (See 5 U.S.C. 3132(a)(5) through (7)); or

(b) You are an appointee to the Government but do not meet the criteria status within [§302-3.304](#).

**§302-3.306 If I meet the conditions in [§302-3.307](#), what expenses am I allowed under separation for retirement travel?**

If you meet the conditions in [§302-3.307](#), see item 7 of Tables A and C in [§302-3.101](#).

**§302-3.307 Under what conditions may I receive separation relocation travel for my family and me?**

You may receive separation relocation travel for you and your family if:

(a) You are a career appointee as defined in 5 U.S.C. 3132(a)(4), and you were transferred or reassigned geographically in the interest of and at the expense of the Government from one official station to another for permanent duty from:

(1) An SES career appointment to another SES career appointment; or

(2) An SES career appointment to an appointment outside the SES at a rate of pay equal to or higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement benefits under 5 U.S.C. 3392; or

(3) A non-SES career appointment at the time of your transfer or assignment, which includes an appointment in a

civil service position outside the SES, to an SES career appointment;

(b) At the time of the transfer or reassignment:

(1) You were eligible to receive an annuity for optional retirement under section 8336(a), (b), (c), (e), (f), or (j) or subchapter III of chapter 83 (Civil Service Retirement System (CSRS)) or under section 8412 of subchapter II of chapter 84 (Federal Employees Retirement System (FERS)) of title, 5 U.S.C.; or

(2) You were within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in [paragraph \(b\)\(1\)](#) of this section; or

(3) You were eligible to receive an annuity based on discontinued service retirement or early voluntary retirement under an OPM authorization, under section 8336(d) of subchapter III of chapter 83, or under 8414(b) of subchapter II of chapter 84 of title 5 U.S.C.;

(c) You separate from Federal service on or after September 22, 1988;

(d) You are eligible to receive an annuity upon separation (or, in the case of death, you met the requirements for being considered eligible to receive an annuity, as of the date of death) under the provisions of subchapter III of chapter 83 (CSRS) or chapter 84 (FERS) of title 5 U.S.C., including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under an OPM authorization, or disability retirement; and

(e) You have not previously received separation relocation benefits from the Government for retirement.

**§302-3.308 Do I have to provide my agency with any special documents before receiving reimbursement for moving expenses?**

Yes, before receiving reimbursement for moving expenses, you must submit a request to your agency for authorization and approval of your moving expenses with your tentative moving dates and the origin and destination location of your planned move, within the timeframe and format specified by your agency.

**§302-3.309 Where should my travel and transportation begin?**

Your travel and shipment of your HHG should begin from your last official station.

**§302-3.310 Where will I be authorized to separate?**

You will be authorized to separate at the place where you have chosen to reside within the United States.

**§302-3.311 May I receive reimbursement for travel and transportation from an alternate location other than the duty station?**

You will only be reimbursed for expenses up to the cost of travel and transportation expenses from your authorized official station to the place in the U.S. you have elected to reside. Any additional cost you will have to pay.

**§302-3.312 Upon separation, if I elect to reside in a different geographical area which is less than 50 miles from my official station, will I receive reimbursement?**

No, if upon separation you elect to reside in a different geographical area which is less than 50 miles from your official station, you will not receive reimbursement.

**§302-3.313 May I have my household goods transported from more than one location?**

Yes, you may have your household goods transported from more than one location. However, you will only receive reimbursement based on the cost of shipment from your official station, in one lot by the most economical route to the location where you elect to return. You will have to pay for any cost above what is authorized.

**§302-3.314 Is there a time limit when I must begin my travel and transportation upon separation?**

Yes, all travel and transportation of household goods must begin no later than six months after:

Your date of separation; or

The date of death of the employee who died before separation.

**§302-3.315 May I be granted an extension on beginning my separation travel?**

Your agency may grant you or your family member (in case of your death) an extension on beginning your separation travel, not to exceed 2 years from your effective date of separation or death if you died before separating.

**Subpart E—Employee’s Temporary Change of Station**

**§302-3.400 What is a “temporary change of station (TCS)”?**

A TCS means the relocation to a new official station for a temporary period while performing a long-term assignment, and subsequent return to the previous official station upon completion of that assignment.

**§302-3.401 What is the purpose of a TCS?**

A TCS provides agencies an alternative to a long-term temporary duty travel assignment which will increase your

**PART 302-4—ALLOWANCES FOR SUBSISTENCE AND TRANSPORTATION**

**Authority:** 5 U.S.C. 5738; 20 U.S.C. 905 (a); E.O. 11609, 36 FR 13747, 3 CFR, 1971-1973 Comp., p. 586.

**Subpart A—Eligibility**

**Note to Subpart A:** Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee, unless otherwise noted.

**§302-4.1 What is a permanent change of station (PCS)?**

A permanent change of station (PCS) is an assignment of a new appointee to an official station or the transfer of an employee from one official station to another on a permanent basis.

**§302-4.2 Am I eligible for subsistence and transportation allowances for PCS travel under this part?**

Yes, you are eligible for subsistence and transportation allowances for PCS travel if your agency specifically authorizes relocation expenses under this part and are:

- (a) Transferred employees (within or outside CONUS);
- (b) New appointees (within or outside CONUS); and
- (c) An employees assigned to posts of duty outside CONUS in connection with either overseas tour renewal agreement travel or return travel to places of residence for separation.

**Note to §302-4.2:** Also see tables at [§§302-3.2](#) and [302-3.101](#).

**Subpart B—Travel Expenses**

**§302-4.100 What PCS travel expenses will my immediate family members receive?**

Except as specifically provided in [§302-4.202](#), the rules (for TDY travel) in [Chapter 301](#) of this title will be used for payment of the travel expenses of your immediate family members.

**§302-4.101 Must my immediate family member(s) and I begin PCS travel at the old official station and end at the new official station?**

No, if an alternate location is used, reimbursement is limited to the allowable cost by the usually traveled route between your old and new official stations.

**Subpart C—Per Diem**

**§302-4.200 What per diem rate will I receive for en route relocation travel within CONUS?**

Your per diem for en route relocation travel between your old and new official stations will be at the standard CONUS rate (see applicable FTR Per Diem Bulletins available on the Internet at <http://www.gsa.gov/perdiem>). You will be reimbursed in accordance with [§§301-11.100](#) through [301-11.102](#) of this title.

**§302-4.201 How are my authorized en route travel days and per diem determined for relocation travel?**

Your authorized en route travel days and per diem are determined as follows: The number of authorized travel days is the actual number of days used to complete the trip, but not to exceed an amount based on a minimum driving distance per day determined to be reasonable by your agency. The minimum driving distance shall be not less than an average of 300 miles per calendar day. An exception to the daily minimum driving distance may be made when delay is beyond control of the employee, such as when it results from acts of God or restrictions by Government officials; when the employee is physically handicapped; or for other reasons acceptable to the agency.

**§302-4.202 Are there any circumstances in which a per diem allowance for my immediate family members is not allowed?**

Yes, per diem for your immediate family members cannot be authorized if you are:

- (a) A new appointee;
- (b) Assigned to posts of duty outside CONUS returning to place of actual residence for separation; or
- (c) Being relocated under the Government Employees Training Act (5 U.S.C. 4109).

**Transferred Employees Only**

**§302-4.203 How much per diem will my spouse or domestic partner receive if he/she accompanies me while I am performing PCS travel?**

The maximum amount your spouse or domestic partner may receive if he/she accompanies you while you are performing PCS travel is three-fourths of your daily per diem rate.

**§302-4.204 If my spouse or domestic partner does not accompany me but travels unaccompanied at a different time, what per diem rate will he/she receive?**

If your spouse or domestic partner does not accompany you but travels unaccompanied at a different time, he/she will receive the same per diem rate to which you are entitled.

**§302-4.205 If my spouse or domestic partner and I travel on the same days along the same general route by using more than one POV, is my spouse or domestic partner considered unaccompanied?**

No; for per diem purposes, you and your spouse or domestic partner are considered to be traveling together if you travel on the same days along the same general route by using more than one POV.

**§302-4.206 How much per diem will my immediate family receive?**

Immediate family members age 12 or older receive three-fourths of your per diem rate, and children under 12 receive one-half of your per diem rate.

**Subpart D—Mileage Rates for Use of POV**

**§302-4.300 What is the POV mileage rate for PCS travel?**

For approved/authorized PCS travel by POV, the mileage reimbursement rate is the same as the moving expense mileage rate established by the Internal Revenue Service (IRS) for moving expense deductions. See IRS guidance available on the Internet at [www.irs.gov](http://www.irs.gov). GSA publishes the rate for mileage reimbursement in an FTR Bulletin on an intermittent basis. You may find the FTR Bulletins at [www.gsa.gov/relo](http://www.gsa.gov/relo).

**§302-4.301 Do the rates in §302-4.300 apply if I am performing overseas tour renewal agreement travel?**

No, POV mileage must not be authorized for overseas tour renewal agreement travel.

**§302-4.302 Are there circumstances that would allow me to receive a higher mileage rate OCONUS?**

Yes, your agency may authorize a higher mileage rate at a rate not to exceed the maximum rate prescribed in §301-11.303 of this title when:

- (a) You are expected to use the POV on official business at the new official station;
- (b) The common carrier rates for the facilities provided between the old and new official stations, the related constructive taxicab fares to and from terminals, and the per diem allowances prescribed under this part justify a higher mileage

rate as advantageous to the Government as determined by your agency; or

(c) The costs of driving the POV to, from, or between official stations located outside CONUS justify a higher mileage rate as advantageous to the Government.

**§302-4.303 For relocation within the continental United States (CONUS), may I use the actual expense method of reimbursement instead of the POV mileage rate specified in §302-4.300?**

No, for a PCS relocation within CONUS involving POV usage, your agency will reimburse you at the standard mileage rate specified in §302-4.300.

**§302-4.304 For relocation outside the continental United States (OCONUS), may my agency allow actual expense reimbursement instead of the POV mileage rate for PCS travel?**

Yes, for an OCONUS relocation involving POV usage, your agency may allow reimbursement of certain actual expenses of using the POV (*i.e.*, fuel plus the additional expenses listed in §301-10.304).

**Subpart E—Daily Driving Distance Requirements**

**§302-4.400 Will I be required to drive a minimum distance per day?**

Yes, your agency may establish a reasonable minimum driving distance that may be more than, but not less than an average of 300 miles per calendar day.

**§302-4.401 Are there exceptions to this daily minimum?**

Yes, your agency may authorize exceptions to the daily minimum driving distance when there is a delay beyond your control such as acts of God, restrictions by Governmental authorities, or other acceptable reasons; e.g., a physical handicap or special needs. Your agency must have a designated approving official authorize the exception.

**§302-4.402 Will I be required to document the circumstances causing the delay?**

Yes, you must provide a statement on your travel claim explaining the circumstances that caused the delay.

**§302-4.403 Does this exception require authorization by my approving official?**

Yes, authorization by your approving official is required for any exception to the daily minimum driving distance.

### Subpart F—Use of More Than One POV

#### §302-4.500 If I am authorized to use more than one POV, what are the allowances?

When you are authorized to use more than one POV, the allowances under [§302-4.300](#) and [302-4.302](#) apply for each POV.

#### §302-4.501 If I use an additional POV that was not authorized for PCS travel, will I be reimbursed for the additional POV?

No, your agency must authorize you reimbursement of the use of more than one POV before you are entitled to reimbursement.

### Subpart G—Advance of Funds

#### §302-4.600 May I request an advance of funds for per diem and mileage allowances for PCS travel?

You may request advance of funds for per diem and mileage allowances for PCS travel, except for overseas tour renewal agreement travel.

### Subpart H—Agency Responsibilities

**Note to [Subpart H](#):** Use of pronouns “we”, “you”, and their variants throughout this subpart refers to the agency, unless otherwise noted.

#### §302-4.700 What governing policies must we establish for payment of allowances for subsistence and transportation expenses?

For payment of allowances for subsistence and transportation expenses, you must establish policy and procedures governing:

(a) How you will implement the regulations throughout this part;

(b) A reasonable minimum driving distance per day that may be more than, but not less than a average of 300 miles per calendar day when use of a POV is used for PCS travel and when you will authorize an exception;

(c) Designation of an agency approving official who will authorize an exception to the daily minimum driving distance; and

(d) When you will authorize the use of more than one POV for PCS travel.

#### §302-4.701 What PCS travel expenses must we pay?

Except as specifically provided in this chapter, PCS travel expenses you must pay are:

(a) Per diem;

(b) Transportation costs; and

(c) Other travel expenses in accordance with 5 U.S.C. 5701-5709 and [Chapter 301](#) of this title.

#### §302-4.702 What PCS travel expenses must we pay for the employee’s immediate family members?

Except as specifically provided in this chapter, the reimbursement limits in [Chapter 301](#) of this title govern payment of travel expenses you must pay for the employee’s immediate family members.

#### §302-4.703 How do we compute the per diem for an established minimum driving distance per day?

Per diem for an established minimum driving distance per day is computed based on the lodgings-plus per diem system as described in [§§301-11.100](#) through [301-11.102](#) of this title.

#### §302-4.704 Must we require a minimum driving distance per day?

Yes, you must establish a minimum driving distance not less than an average of 300 miles per day. However, an exception to the daily minimum driving distance may be made when the delay is:

(a) Beyond control of the employee, e.g., results from acts of God or restrictions by Government officials;

(b) Due to a physical handicap; or

(c) For other reasons acceptable to you.

#### §302-4.705 What are the allowances if the employee uses more POVs than authorized?

If the employee uses more POVs than authorized, reimbursement will be made as if all persons traveled in the number of POVs that you authorized.

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**PART 302-6—ALLOWANCE FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES**

**Authority:** 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, as amended, 3 CFR, 1971-1973 Comp., p. 586.

**Subpart A—General Rules**

**Note to Subpart A:** Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee, unless otherwise noted.

**§302-6.1 What are “temporary quarters?”**

The term “temporary quarters” refers to lodging obtained for the purpose of temporary occupancy from a private or commercial source.

**§302-6.2 What are “temporary quarters subsistence expenses (TQSE)”?**

“Temporary quarters subsistence expenses” or “TQSE” are subsistence expenses incurred by an employee and/or his/her immediate family while occupying temporary quarters. TQSE does not include transportation expenses incurred during occupancy of temporary quarters (see [§302-6.18](#) for details).

**§302-6.3 What is the purpose of the TQSE allowance?**

The TQSE allowance is intended to reimburse an employee reasonably and equitably for subsistence expenses incurred when it is necessary to occupy temporary quarters.

**§302-6.4 Am I eligible for a TQSE allowance?**

You are eligible for a TQSE allowance if you are an employee who is authorized to transfer; and

- (a) Your new official station is located within the United States; and
- (b) Your old and new official stations are 50 miles or more apart (as measured by map distance) via a usually traveled surface route.

**§302-6.5 Who is not eligible for a TQSE allowance?**

New appointees, employees assigned under the Government Employees Training Act (5 U.S.C. 4109), and employees returning from an overseas assignment for the purpose of separation are not eligible for a TQSE allowance.

**§302-6.6 Must my agency authorize payment of a TQSE allowance?**

No, your agency determines whether it is in the Government’s interest to pay TQSE.

**§302-6.7 Under what circumstances will I receive a TQSE allowance?**

You will receive a TQSE allowance if:

- (a) Your agency authorizes it before you occupy the temporary quarters (the agency authorization must specify the period of time allowed for you to occupy temporary quarters);
- (b) You have signed a service agreement; and
- (c) You meet any additional conditions your agency has established.

**§302-6.8 Who may occupy temporary quarters at Government expense?**

Only you and/or your immediate family may occupy temporary quarters at Government expense.

**§302-6.9 Where may I/we occupy temporary quarters at Government expense?**

You and/or your immediate family may occupy temporary quarters at Government expense within reasonable proximity of your old and/or new official stations. Neither you nor your immediate family may be reimbursed for occupying temporary quarters at any other location, unless justified by special circumstances that are reasonably related to your transfer.

**§302-6.10 May my immediate family and I occupy temporary quarters at different locations?**

Yes. For example, if you must vacate your home at the old official station and report to the new official station and your family remains behind until the end of the school year, you may need to occupy temporary quarters at the new official station while your family occupies temporary quarters at the old official station.

**§302-6.11 What methods may my agency use to reimburse me for TQSE?**

Your agency will reimburse you for TQSE under the actual expense method unless it permits the “fixed amount” reimbursement method as an alternative. If your agency makes both methods available to you, you may select the one you prefer.

**§302-6.12 Must I document my TQSE to receive reimbursement?**

For fixed amount TQSE reimbursement, you do not document your TQSE. For actual TQSE reimbursement, you must document your TQSE by itemizing each expense and providing receipts as required by [§§301-11.25](#), [301-11.306](#) and [301-52.4\(b\)](#) of this title.

**§302-6.13 How soon may I/we begin occupying temporary quarters at Government expense?**

As soon as your agency has authorized you to receive a TQSE allowance and you have signed a service agreement.

**§302-6.14 How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?**

If your temporary quarters become your permanent residence quarters, you may receive a TQSE allowance only if you show in a manner satisfactory to your agency that you initially intended to occupy the quarters temporarily.

**§302-6.15 May I receive an advance of funds for TQSE?**

Yes, if authorized in accordance with [§302-2.20](#) of this chapter, your agency may advance the amount of funds necessary to cover your estimated TQSE expenses for up to 30 days. Your agency subsequently may advance additional funds for periods up to 30 days.

**§302-6.16 May I receive a TQSE allowance if I am receiving another subsistence expenses allowance?**

No, with one exception. You may receive a cost-of-living allowance payable under 5 U.S.C. 5941 in addition to a TQSE allowance.

**§302-6.17 Am I eligible for a TQSE allowance if I transfer to a foreign area?**

No, you may not receive a TQSE allowance under this part when you transfer to an area outside the United States. However, you may qualify for a comparable allowance under the Standardized Regulations (Government Civilians, Foreign Areas) prescribed by the Department of State.

**§302-6.18 May I be reimbursed for transportation expenses incurred while I am occupying temporary quarters?**

Transportation expenses incurred in the vicinity of the temporary quarters are not TQSE, and therefore, there is no authority to pay such expenses under TQSE.

**Subpart B—Actual TQSE Method of Reimbursement**

**§302-6.100 What am I paid under the actual TQSE reimbursement method?**

Your agency will pay your actual TQSE incurred, provided the expenses are reasonable and do not exceed the maximum allowable amount. The “maximum allowable amount” is the “maximum daily amount” multiplied by the number of days you actually incur TQSE not to exceed the number of days authorized, taking into account that the rates change after 30 days in temporary quarters. The “maximum daily amount” is determined by adding the rates in the following table for you

and each member of your immediate family authorized to occupy temporary quarters:

	The “maximum daily amount” of TQSE under the actual expense method that		
For:	You and/or your unaccompanied spouse or domestic partner* may receive is	Your accompanied spouse, domestic partner or a member of your immediate family who is age 12 or older may receive is	A member of your immediate family who is under age 12 may receive is
The first 30 days of temporary quarters.	The applicable per diem rate.	.75 times the applicable per diem rate.	.5 times the applicable per diem rate.
Any additional days of temporary quarters.	.75 times the applicable per diem rate.	.5 times the applicable per diem rate.	.4 times the applicable per diem rate.

\* That is, when the spouse or domestic partner necessarily occupies temporary quarters in lieu of the employee or in a location separate from the employee.

**§302-6.101 May my agency reduce my TQSE allowance below the “maximum allowable amount”?**

Yes, if the estimated daily amount of your TQSE is determined in advance to be lower than the maximum daily amount, your agency may reduce the maximum allowable amount to your expected expenses.

**§302-6.102 What is the “applicable per diem rate” under the actual TQSE reimbursement method?**

The “applicable per diem rate” under the actual TQSE reimbursement method is as follows:

For temporary quarters located in	The applicable per diem rate is
The continental United States (CONUS).	The standard CONUS rate.
Outside the Continental United States (OCONUS)	The locality rate established by the Secretary of Defense or the Secretary of State under <a href="#">§301-11.6</a> of this title.

**§302-6.103 What is the latest period for which actual TQSE reimbursement may begin?**

The period must begin before the maximum time for beginning allowable travel and transportation under [§302-2.8](#).

**§302-6.104 How long may I be authorized to claim actual TQSE reimbursement?**

Your agency may authorize you to claim actual TQSE in increments of 30-days or less, not to exceed 60 consecutive days. However, if your agency determines that there is a com-

# AMENDMENT 2010-07 NOVEMBER 29, 2010

Chapter 303—Payment of Expenses Connected With the Death of Certain Employees

Part 303-70—Agency Requirements for Payment of Expenses Connected With the Death of Certain Employees **§303-70.300**

## **PART 303-70—AGENCY REQUIREMENTS FOR PAYMENT OF EXPENSES CONNECTED WITH THE DEATH OF CERTAIN EMPLOYEES**

**Authority:** 5 U.S.C. 5721-5738; 5741-5742; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

### **Subpart A—General Policies**

#### **§303-70.1 When must we authorize payment of expenses related to an employee's death?**

When, at the time of death, the employee was:

- (a) On official travel; or
- (b) Performing official duties outside CONUS; or
- (c) Absent from duty as provided in [§303-70.3](#); or
- (d) Reassigned away from his/her home of record under a mandatory mobility agreement.

#### **§303-70.2 Must we pay death-related expenses when the employee's death is not work-related?**

Yes, provided the requirements in [§303-70.1](#) are met.

#### **§303-70.3 Must we pay death-related expenses for an employee who dies while on leave, or who dies on a nonworkday while on TDY or stationed outside CONUS?**

Yes. However, payment cannot exceed the amount allowed if death had occurred at the temporary duty station or at the official station outside CONUS.

#### **§303-70.4 May we pay death-related expenses under this chapter if the same expenses are payable under other laws of the United States?**

No.

**Note to [Subpart A](#):** When an employee dies from injuries sustained while performing official duty, death-related expenses are payable under the Federal Employees' Compensation Act (FECA), 5 U.S.C. 8134. For further information contact the

Department of Labor,  
Federal Employees' Compensation Division,  
200 Constitution Avenue, NW,  
Washington, DC 20210.

### **Subpart B—General Procedures**

#### **§303-70.100 May we pay the travel expenses for an escort for the remains of a deceased employee?**

Yes, in accordance with [§§303-70.600](#) through [303-70.602](#).

#### **§303-70.101 Must we provide assistance in arranging for preparation and transportation of employee remains?**

Yes.

### **Subpart C—Allowances for Preparation and Transportation of Remains**

#### **§303-70.200 What costs must we pay for preparation and transportation of remains?**

All actual costs including but not limited to:

- (a) Preparation of remains:
  - (1) Embalming or cremation;
  - (2) Necessary clothing;
  - (3) A casket or container suitable for shipment to place of burial;
  - (4) Expenses necessary to comply with local laws at the port of entry in the United States; and
- (b) Transportation of remains by common carrier (that is normally used for transportation of remains), hearse, other means, or a combination thereof, from the temporary duty station or official station outside CONUS to the employee's residence, official station, or place of burial, including but not limited to:
  - (1) Movement from place of death to a mortuary and/or cemetery;
  - (2) Shipping permits;
  - (3) Outside case for shipment and sealing of the case if necessary;
  - (4) Removal to and from the common carrier; and
  - (5) Ferry fares, bridge tolls, and similar charges.

**Note to [§303-70.200](#):** Costs for an outside case are not authorized for transportation by hearse. Costs for transportation by hearse or other means cannot exceed the cost of common carrier (that is normally used for transportation of remains). Transportation costs to the place of burial cannot exceed the actual cost of transportation to the employee's residence.

### **Subpart D—Transportation of Immediate Family Members, Baggage, and Household Goods**

#### **§303-70.300 Must we pay transportation costs to return the deceased employee's baggage?**

Yes, you must pay transportation costs to return the deceased employee's baggage to his/her official station or residence. However, you may not pay insurance of or reimbursement for loss or damage to baggage.

**§303-70.301 Are there any limitations on the baggage we may transport?**

Yes. You may only transport government property and the employee's personal property.

**§303-70.302 When the employee dies at or while in transit to or from his/her official station outside CONUS, must we return the employee's immediate family, baggage and household goods to the residence or alternate destination?**

Yes. However, your agency head or his/her designated representative must approve the family's election to return to an alternate destination, and the allowable expenses cannot exceed the cost of transportation to the decedent's residence. Travel and transportation must begin within one year from the date of the employee's death. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.

**§303-70.303 Must we continue payment of relocation expenses for an employee's immediate family if the employee dies while in transit to his/her new duty station within CONUS?**

Yes, if the immediate family chooses to continue the relocation, you must continue payment of relocation expenses for the immediate family if the immediate family was included on the employee's relocation travel orders. (See [§303-70.305.](#))

**§303-70.304 Must we continue payment of relocation expenses for an employee's immediate family if the employee dies after reporting to the new duty station within CONUS, but the family was in transit to the new duty station or had not begun its en route travel?**

Yes, if the immediate family chooses to continue the relocation, you must continue payment of relocation expenses for the immediate family if the immediate family was included on the employee's relocation travel orders. (See [§303-70.305.](#))

**§303-70.305 What relocation expenses must we authorize for the immediate family under [§§303-70.303](#) and [303-70.304](#)?**

When the immediate family chooses to continue the relocation, the following expenses must be authorized:

- (a) Travel to the new duty station; or
- (b) Travel to an alternate destination, selected by the immediate family, not to exceed the remaining constructive cost of travel to the new duty station.
- (c) Temporary quarters not to exceed 60 days, to be paid at the per diem rate for an unaccompanied spouse or domestic partner and immediate family.
- (d) Shipment of household goods to the new or old duty station, or to an alternate destination selected by the immediate family. However, the cost may not exceed the constructive

cost of transportation between the old and the new duty stations.

- (e) Storage of household goods not to exceed 90 days.
- (f) Reimbursement of real estate expenses incident to the relocation.
- (g) Shipment of POV to the new or old duty station, or to an alternate destination, selected by the immediate family. However, the cost may not exceed the constructive cost of transportation between the old and the new duty stations.

**Subpart E—Preparation and Transportation Expenses for Remains of Immediate Family Members**

**§303-70.400 When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, must we furnish mortuary services?**

Yes, if requested by the employee and when:

- (a) Local commercial mortuary facilities or supplies are not available; or
- (b) The cost of available mortuary facilities or supplies are prohibitive as determined by your agency head.

**Note to [§303-70.400](#):** The employee must reimburse you for all furnished mortuary facilities and supplies.

**§303-70.401 When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, must we pay expenses to transport the remains?**

Yes, if requested by the employee, payment must be made to transport the remains to the residence of the immediate family member. The employee may elect an alternate destination, which must be approved by your agency head or his/her designated representative. In that case, the allowable expenses cannot exceed the cost of transportation to the decedent's residence.

**§303-70.402 When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, may we pay burial expenses?**

No.

**§303-70.403 When a family member, residing with the employee, dies while in transit to or from the employee's duty station outside CONUS, must we furnish mortuary services and/or transportation of the remains?**

You must furnish transportation if requested by the employee. You must follow the guidelines in [§303-70.401](#) for